

PROTECTION AND RECOVERY BRANCH DIRECTOR JOB AID

Position: Protection and Recovery Branch Director

Section: Operations Section

Mission:

To prepare and implement the branch's portions of the Incident Action Plan pertaining to protection of an environmental resource at-risk (e.g., coastline before an oil spill reaches shore) or pollutant recovery (e.g., after a spill reaches shore), waste disposal, and decontamination of people and equipment.

Duties:

- ❑ Report to the Operations Section Chief (OSC) for situation briefing and assist in identifying equipment, services, and personnel requirements for protection of environmental resources at-risk and for recovery of pollutants.
 - ❑ Obtain listings of equipment and service contractors and prepare a short list of contractors.
 - ❑ Identify supervisors for field crews and inform them of their responsibilities.
 - ❑ Review division/group assignment lists (ICS 204).
 - ❑ Assign specific work tasks to division/group supervisors.
 - ❑ Inform all field crews of reporting relationships, communication procedures and safety requirements.
 - ❑ Prepare equipment acquisition forms for additional equipment and/or personnel.
 - ❑ Review contracts, resolve issues, and advise the OSC or his/her designee of any changes to action plans.
 - ❑ Oversee supervisors, hired contractors, and registered auxiliary personnel.
 - ❑ Prepare shift-rotation schedules, de-briefing meetings, and crew logs.
 - ❑ Maintain unit/activity log (ICS form 214).
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